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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Finance Division

DATE: 23 March 1953

FROM : Chief, Personnel Division (Covert)

SUBJECT: Authorization to Sign Personnel Actions

authorization / Delegation of authority
25X1A

1. In accordance with Paragraph B of the Director's Order No. dated 1 December 1950, power delegated by the Director may be exercised by the deputies of designated officials and redelegated where appropriate. The authority granted in C-2 of the Director's Order is hereby redelegated to the Assistant Chief of the Placement Branch of the Personnel Division (Covert) to approve personnel actions through Grade GS-13.
2. In addition, the Chief of the Placement Branch of PD(C) is hereby authorized to sign personnel actions through Grade GS-14.
3. In future cases, personnel actions up to and including Grade GS-11, will be signed in ink by an appropriate Placement Officer and will be countersigned by either the Chief or Assistant Chief, PD(C) by perforation.

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PDC/LWB:ekc (20 March 1953)

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